

**Westport Central School District  
Regular Board of Education Meeting**

**Place: Library**

**Thursday, August 13, 2009**

**Time: 6:30 PM**

**MINUTES**

**1. Call to Order**

**at: 6:36 PM**

**by: President LaRock**

**A. Roll Call**

√ Alice LaRock

√ Kathleen carterMartinez

√ Dwayne Stevens

Jim Carroll - absent

√ Suzanne Russell – entered 6:42 PM

**B. Introduction of Attendees**

Also Present: John W. Gallagher, Ed. D., Superintendent

Visitors: Paul Mudie

Jana Atwell, District Clerk

Erica Loher

Michele Friedman, Principal

Wayne Napper

Cindy Moody, District Treasurer

Robert King, Supt. of Buildings & Grounds

**C. Pledge of Allegiance**

**2. Public Comment (5 comments)**

Our agenda offers two Public Comment sections, one at the beginning of the meeting and the other at the end. At this time we have set aside a 5 minute period giving anyone in the audience time to share their thoughts with us. Your opinions, ideas and concerns will be considered and taken under advisement. Questions or concerns needing an explanation or further information will be addressed at our next regular meeting.

Floor was opened for public comment, none voiced.

**3. Financial**

Resolved that the Board of Education accepts and approves the following financial reports:

- Warrant Report 12D
- Warrant Report 12E
- Warrant Report 1A
- Warrant Report 1B
- Warrant Report 1C
- Warrant Report 1D
- Budget Status Report as of 8/6/09
- Cafeteria Profit & Loss Statement 2008-2009
- Multi-Fund Bank Account Reconciliation 6/30/09
- Treasurer's Report for Multi-Fund Month of June 2009

Motion: Dwayne Stevens    Seconded: Kathleen carterMartinez    Yes: 4    No: 0    Abstain: 0    **Accept**

**4. CSE Recommendation**

Resolved that the Superintendent of Schools recommends to the Board of Education the approval of the CSE recommendation for the following student number P01-09-10. (Recommendation attached.)

Motion: Kathleen carterMartinez    Seconded: Dwayne Stevens    Yes: 4    No: 0    Abstain: 0    **Accept**

## 5. Reports/Presentations

### A. Superintendent's Report

- College Art Course – Art Teacher, Kim Matthews has been approved by North Country Community College to teach a college credit course, Studio 101. Mrs. Matthews will submit a new course request for Board approval next month.
- Communication – An email was received by Dr. Gallagher from Ulrich Hoffman explaining his inability to attend the meeting this evening but requesting that a question be posed to the Board on his behalf. “In reaching the decision to make the subject personnel appointments, was any discussion had and consideration given by the Board to adjusting schedules, classes and the like to avoid making new employee appointments. If so, when did any such discussion and consideration take place?” This question was previously posed by Mr. Hoffman at the July 6, 2009 Board Meeting. Dr. Gallagher will invite Mr. Hoffman to meet with him regarding any further questions he may have on this matter.
- The Wall – Two visual analyses have been conducted by different companies regarding repair to the wall with both reaching similar conclusions advising that total repair would be very costly. We have been advised that there is no danger leaving the wall as it stands currently. Further discussion will continue at the September Board Meeting.

### B. Superintendent of Buildings & Grounds Report

- After much research a means of removing the weeds from the baseball field has been found without using any chemicals. The District will be purchasing an inexpensive piece of equipment for this purpose.
- Repair to the chimney is almost complete.
- We were fortunate again this year to utilize the inmates from Moriah Shock to assist the custodians within the building and on the grounds.
- Cleaning within the building is moving along very well.
- The Essex County Sheriff's Department will be patrolling the grounds during the off hours of fair week (August 12<sup>th</sup> – 17<sup>th</sup>).
- The new bus is scheduled for delivery in September.
- New bus and base radios will be required due to frequency changes. A new radio was ordered for the new bus.

### C. Board Committee Reports

- Youth Commission (8/3/09) – Dwayne Stevens was not in attendance at this meeting.

## 5. Long Range Planning

- Administrative Structure
- Non-Resident Students
  - Tuition – Dr. Gallagher conducted research with the assistance of a local school business official. The simple answer is that under the present foundation aid system, each student generates aid-resident or non-resident. A simple calculation based on our foundation aid of about 1.5 million dollars yields a figure of \$5,800 per student. If we averaged 45 non-residents over the past three years, our additional state aid for those students would be about \$750,000.
- Shared Services

## 6. Minutes

Resolved that the Board of Education does hereby approve the minutes of the meeting of the Board of Education held on:

- **July 6, 2009** (Reorganization & Regular Meeting) as presented
- **July 30, 2009** (Special Meeting) as presented

Motion: Dwayne Stevens      Seconded: Sue Russell      Yes: 4    No: 0    Abstain: 0      **Accept**

## 7. Unfinished Business

### A. **Twenty Day Emergency Fingerprint Clearance**

Resolved that the Superintendent of Schools recommends to the Board of Education the approval of a twenty day emergency conditional fingerprint clearance for the following:

- Matthew Jason (received 8/13/09)
- Kyle Harrington
- Robert McGee

Motion: Dwayne Stevens    Seconded: Kathleen carterMartinez    Yes: 4    No: 0    Abstain: 0      **Accept**

## 8. New Business

### A. **Personnel**

1. Appointments – Loher, Desjardins, Harrington, Arsenault, Reynolds, Snyder, Tyler, Sherman, Simpson, Fields, Gordon
  - a) Resolved that the Superintendent of Schools recommends to the Board of Education the probationary appointment of Erica Loher in the tenure area of Science at a total salary of \$46,290.11 which includes \$39,485 (Step 2), \$1,145.11 (masters credit) and \$5,660 (20 credit hours). The date of commencement of probationary service will be September 8, 2009 with the expiration date of the appointment being June 30, 2012.

Motion: Kathleen carterMartinez    Seconded: Dwayne Stevens    Yes: 4    No: 0    Abstain: 0      **Accept**

- b) Resolved that the Superintendent of Schools recommends to the Board of Education the appointment of Kathleen Desjardins to the permanent full-time position of Guidance Secretary/Assistant Treasurer (civil service position typist) effective July 29, 2009.

Motion: Dwayne Stevens    Seconded: Kathleen carterMartinez    Yes: 4    No: 0    Abstain: 0      **Accept**

- c) Resolved that the Superintendent of Schools recommends to the Board of Education the appointment of Kyle Harrington as a substitute food service helper at a rate of \$8.55 per hour pending fingerprint clearance through Central Registry.

Motion: Kathleen carterMartinez    Seconded: Sue Russell    Yes: 4    No: 0    Abstain: 0      **Accept**

- d) Resolved that the Superintendent of Schools recommends to the Board of Education the appointment of Norma Arsenault as a substitute teacher (certified) at a rate of \$70 per day pending fingerprint clearance through Central Registry.

Motion: Dwayne Stevens    Seconded: Sue Russell    Yes: 4    No: 0    Abstain: 0      **Accept**

**\*\* Resolved to amend the appointment of Norma Arsenault as a substitute teacher (non-certified) at a rate of \$60 per day pending fingerprint clearance through Central Registry.**

Motion: Dwayne Stevens Seconded: Sue Russell Yes: 4 No: 0 Abstain: 0 **Accept**

e) Resolved that the Superintendent of Schools recommends to the Board of Education the appointment of Tierra Reynolds as a substitute teacher (non-certified) at a rate of \$60 per day pending fingerprint clearance through Central Registry.

Motion: Kathleen carterMartinez Seconded: Dwayne Stevens Yes: 4 No: 0 Abstain: 0 **Accept**

f) Resolved that the Superintendent of Schools recommends to the Board of Education the appointment of Stephanie Snyder as a substitute teacher (non-certified) at a rate of \$60 per day pending fingerprint clearance through Central Registry.

Motion: Kathleen carterMartinez Seconded: Dwayne Stevens Yes: 4 No: 0 Abstain: 0 **Accept**

g) Resolved that the Superintendent of Schools recommends to the Board of Education the appointment of Michael Tyler as a substitute teacher (non-certified) at a rate of \$60 per day (clearance on file).

Motion: Dwayne Stevens Seconded: Sue Russell Yes: 4 No: 0 Abstain: 0 **Accept**

h) Resolved that the Superintendent of Schools recommends to the Board of Education the appointment of Harry Sherman as a substitute bus driver at a rate of \$13.60 per hour pending fingerprint clearance through Central Registry.

Motion: Kathleen carterMartinez Seconded: Dwayne Stevens Yes: 4 No: 0 Abstain: 0 **Accept**

i) Resolved that the Superintendent of Schools recommends to the Board of Education the re-appointment of Dale Simpson to the position of part-time food service helper for the 2009-2010 school year at a maximum of nineteen and one half (19.5) hours per week at an hourly rate of \$9.89 effective August 31, 2009.

Motion: Dwayne Stevens Seconded: Sue Russell Yes: 4 No: 0 Abstain: 0 **Accept**

j) Resolved that the Superintendent of Schools recommends to the Board of Education the re-appointment of Tricia Fields to the position of part-time food service helper for the 2009-2010 school year at a maximum of nineteen and one half (19.5) hours per week at an hourly rate of \$9.89 effective August 31, 2009.

Motion: Kathleen carterMartinez Seconded: Sue Russell Yes: 4 No: 0 Abstain: 0 **Accept**

k) Resolved that the Superintendent of Schools recommends to the Board of Education the appointment of Kelly Gordon as a (certified) long-term physical education/health substitute teacher to fill a leave of absence effective September 8, 2009 to November 24, 2009 at a daily rate of \$100 pending fingerprint clearance through Central Registry.

Motion: Kathleen carterMartinez Seconded: Dwayne Stevens Yes: 4 No: 0 Abstain: 0 **Accept**

2. Intent to Retire (none at this time)
3. Tenure (none at this time)
4. Child Rearing Leave (none at this time)
5. Unpaid Leave (none at this time)
6. Termination (none at this time)
7. Elimination of Position (none at this time)

## **B. Miscellaneous**

### 1. Facility Use Request

Resolved that the Superintendent of Schools recommends to the Board of Education the approval of the *Facility Use Request* as submitted by Nicole Sudduth on behalf of STOP Domestic Violence/BHSN for the use of the auditorium on Saturday, October 10, 2009 3 PM to approximately 7 PM for the purpose of hosting a concert to benefit STOP Domestic Violence/BHSN and to raise awareness about domestic violence.

Motion: Kathleen carterMartinez Seconded: Sue Russell Yes: 4 No: 0 Abstain: 0 **Accept**

### 2. CV-TEC Adult Education and Safety Education Sponsorship Agreement

Resolved that the Superintendent of Schools recommends to the Board of Education the approval of the CV-TEC Adult Education and Safety Education Sponsorship Agreement (Co-Ser 103 Adult Education, Co-Ser 401 Accident Prevention/Pre-licensing) for the 2009-2010 school year. (Copy attached.)

Motion: Dwayne Stevens Seconded: Kathleen carterMartinez Yes: 4 No: 0 Abstain: 0 **Accept**

### 3. CSE Membership

Resolved that the Superintendent of Schools recommends to the Board of Education the appointment of the members (see updated list attached) to the Committee of Special Education (CSE).

Motion: Kathleen carterMartinez Seconded: Sue Russell Yes: 4 No: 0 Abstain: 0 **Accept**

### 4. Petty Cash Fund

Resolved that the Superintendent of Schools recommends to the Board of Education to rescind the motion of July 6, 2009 to increase the Petty Cash Fund from \$100 to \$200 for the 2009-2010 school year per NYS School Law §27.22 (the balance on hand in the fund may not exceed \$100 at any time).

Motion: Dwayne Stevens Seconded: Kathleen carterMartinez Yes: 4 No: 0 Abstain: 0 **Accept**

### 5. Plattsburgh CV-TEC Students Bussing with Willsboro

Resolved that the Superintendent of School recommends to the Board of Education to not approve to pay up to \$4,362 for the 2009-2010 school year to the Willsboro Central School District for transportation charges of seven (7) students from Willsboro

to CV-TEC Plattsburgh campus based upon the 2009-2010 school calendar as Westport will run their own transportation.

Motion: Dwayne Stevens Seconded: Kathleen carterMartinez Yes: 4 No: 0 Abstain: 0 **Accept**

**9. Additional Items to Discuss**

It will be necessary to hold a special Board of Education meeting in August to approve the tax levy. The date and time will be scheduled once Cindy Moody has the required information.

The September BOE meeting will be changed from Thursday, September 10<sup>th</sup> to Thursday, September 17<sup>th</sup>.

**10. Public Comment** (5 minutes)

Paul Mudie had questions regarding long-term substitute pay rates.

**11. Executive Session** (not needed)

**12. Adjournment**

Time: 7:40 PM Motion: Dwayne Stevens Seconded: Kathleen carterMartinez

**Next Meeting:** Regular Meeting September 17, 2009 6:30 PM Library

Date approved by the BOE: September 17, 2009